

**WELLS TOWNSHIP  
POLICY OF ASSESSOR’S OFFICE AVAILABILITY**

Subject to State Tax Commission guidelines and in accordance with MCL 211.10g(1), Wells Township, Tuscola County, Michigan hereby adopts the following policy:

- 1) Taxpayers may submit inquiries to Susan Jensen, Assessor at [assessor@wellstwp.org](mailto:assessor@wellstwp.org) or by calling 989-871-5649. Depending on the inquiry, the Assessor may ask for a FOIA request.
- 2) The Assessor will respond to such inquiries within 3-5 business days.
- 3) A taxpayer may contact the Assessor by phone or email to arrange a meeting in person.
- 4) A taxpayer may request inspection or production of records maintained by the Assessor’s office by filing a FOIA request with the Township Clerk. FOIA information and forms can be found on the township website.
- 5) Before the March meetings of the Board of Review and under allowable law, the Assessor may hear and resolve disputes brought by taxpayers.

Presented and adopted at a regular meeting of the Wells Township Board of Trustees held at the Township Hall on January 12, 2023.

Motion by: Jason Koehler      Second by: Karen Varney

Upon a roll call vote:

Bonnie Hergenreder-yes	Stefanie Bruce-absent	Jason Koehler-yes
Karen Varney-yes	Terrie Flikkie-yes	

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Bonnie Hergenreder, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Varney, Supervisor

\_\_\_\_\_  
Date